

CONFIDENTIAL

LIAISON

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OPC Liaison with Department of State

Reference: [REDACTED] "Liaison Policies,
Procedures and Control"

1. Policy Guidance

In the interest of orderly procedure and the prevention of duplication of effort as well as to make certain that ADPC may be completely and currently informed concerning policy guidance being received from the Department of State, liaison between OPC and the Department of State on matters of policy will be conducted or authorized exclusively by ADPC or Chief, Staff I.

2. Liaison Channels

Only those liaison channels considered necessary for the receipt by OPC of policy guidance, intelligence or operational support from the Department of State will be authorized on a continuing basis. All other liaison will be conducted on a one-time contact basis and will be subject to specific authorization by I/LC in each case. Representatives of OPC requiring conversation or discussion with State Department representatives will request such liaison in accordance with the procedure set forth in the reference.

3. Memoranda of Conversation

When matters of policy as applied to present or contemplated OPC activities arise in discussions between OPC representatives and State Department officials, memoranda of conversation will be prepared and forwarded to Chief, Staff I with copies to ADPC and I/LC.

4. Request for Guidance

On occasion it will be necessary for Staff or Division Chiefs to initiate requests to the Department of State for guidance concerning OPC activities. Such requests will be prepared in memorandum form for ADPC's signature and, in most cases, be addressed to Mr. Robert P. Joyce, Policy Planning Staff. In unusual cases it may be considered preferable to address the memorandum direct to the appropriate office of the Department of State. A copy thereof will be prepared for Mr. Joyce and a notation made on the original indicating that Mr. Joyce is receiving a copy. In all cases, Chief Staff I will be provided with a copy of such memoranda and if the requested guidance may affect policy concerning OPC activities the memoranda will be forwarded to ADPC for signature via Chief Staff I.

5. Requests for Support

a. When it is desired that the Department of State furnish intelligence support, I/IS will be consulted to determine the means

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by which the request for such action will be transmitted to the Department of State. For minor matters the request may be submitted orally to the appropriate office of the Department of State by I/IS. In all cases of major import, the request for such action will be in the form of a memorandum for ADPC's signature addressed to the appropriate office of the Department of State after prior informal clearance or notice to Mr. Robert P. Joyce, Policy Planning Staff, by I/IS.

b. When it is desired that the Department of State furnish operational support, the Support Liaison Officer (State), Staff II will be consulted to determine the means by which the request for such action will be transmitted to the Department of State. In minor matters the request may be submitted orally to the appropriate office of the Department of State by the Support Liaison Officer (State). In all cases of major import, the request for such action will be in the form of a memorandum for ADPC's signature addressed to the appropriate office of the Department of State after prior clearance or notice to Mr. Robert P. Joyce, Policy Planning Staff, by Support Liaison Officer, (State).

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ABSTRACT NOTATION REFERENCES

States that liaison between OPC & State Department on matters of policy will be conducted or authorized exclusively by ADPC or Chief/Staff I; that channels on a continuing basis will be for the receipt by OPC of policy guidance, intelligence, or operational support; all other liaison will be on a one-time contact basis.

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